



**Franklin City Council Agenda
April 10, 2023
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

**7:00 P.M.
Regular Meeting**

**CALL TO ORDER. MAYOR BOBBY CUTCHINS
PLEASE TURN OFF CELL PHONES. MAYOR BOBBY CUTCHINS
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA**

1. CONSENT AGENDA:

- A. Approval of March 27, 2023 and March 30, 2023 minutes
- B. Animal Control Week 2023-08
- C. Telecommunications Week 2023-09
- D. Child Abuse Prevention Month 2023-10
- E. Fair Housing Month 2023-11

2. OLD/ NEW BUSINESS:

- A. Electronic Participation Policy
- B. Utility Bill Change Discussion
- C. City Manager's Report

3. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

4. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Industrial Development Authority, HRPDC Community Advisory Committee, Southview Cemetery Advisory Committee, Historic Preservation Commission, Blackwater Regional Library Board, and; 2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding Sandford vs. City of Franklin, Council vs. City of Franklin, Ferguson vs. City of Franklin.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on April 10, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

5. ADJOURNMENT

Regular City Council Meeting Minutes March 27, 2023

Call to order

The Franklin City Council held a regular City Council meeting on March 27, 2023 at 7:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Mayor Robert “Bobby” Cutchins; Vice-Mayor Wynndolyn Copeland; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore; Councilwoman Jessica Banks.

Council Members not in Attendance: Councilman Linwood Johnson (via phone).

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Vernie Francis, Chief of EMS; Carlee Gurskiy, Director of Community Development; Camara Jacobs, Director of Human Resources; Chad Edwards, Director of Public Works; Zach Wright, Director of Power & Light; Matthew Jezierski, Director of IT; Selenia Boone, Commissioner of the Revenue; Rachel Trollinger.

City Manager Amanda Jarratt explained that Councilman Linwood Johnson would be absent from the meeting due to personal reasons. However, he will join via phone remotely. Because there is no remote electronic participation policy in place, Councilman Johnson will not be able to participate in any of the actions taking place on the agenda.

Citizen’s Time

Samantha Eurkhart of 21150 Woods Trail Franklin, Virginia, co-owns the Lighthouse Project Smoothie and Juice Bar. We would like to operate in the City of Franklin city limits, because there are limits to food trucks, we are not able to. We would love to be a part of the community daily, not just during events that are going on within the City. Research shows that food trucks do not disrupt restaurants business.

Sarah Medder of Franklin, Virginia, co-owner of the Lighthouse Project Smoothie and Juice Bar, we would like to bring a positive idea to the City of Franklin, we can hire local people and utilize local resources. We ask that Council allow the city to have food trucks.

Paula Dullas of Capron, Virginia, owns Farm Fed Food truck with her husband Mr. Arcel Dullas, in 2021 they participated in the start-up program with the Franklin-Southampton Economic Development, winning second place helping them launch the food truck business. We currently licensed to operate in Virginia Beach, Norfolk, Suffolk, Chesapeake, New Port News, Petersburg, Windsor, and Southampton County. We do not operate in the City of Franklin, because they do not issue business license to food trucks. Only at the Farmer’s Market and City sponsored events. Food trucks offer diversity to those they serve, and increase the city’s revenue. We ask Council to change the ordinance and allow food trucks within the City.

Amendments to Agenda

Mayor Bobby Cutchins asked if there any amendments to the agenda. No amendments at this time.

Consent Agenda:

- A. Approval of March 13, 2023 Meeting Minutes & March 2, 2023 City Council Retreat Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the March 13, 2023 meeting minutes.

Mayor Bobby Cutchins entertained a motion to approve the March 13, 2023 meeting minutes as presented. Councilman Mark Kitchen made a motion to approve the March 13, 2023 meeting minutes as presented with a second from Councilman Ray Smith.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Absent
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

-Approval of the March 2, 2023 City Council Retreat Meeting Minutes.

Mayor Bobby Cutchins asked if there were any corrections or additions to the meeting minutes. Vice-Mayor Wynndolyn Copeland made a motion to approve the March 2, 2023 City Council Retreat Meeting Minutes with a second from Councilman Mark Kitchen.

The motion carried the vote 5-1-0

The vote was as follows:

Councilman Linwood Johnson	Absent
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye

Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Abstained

Mayor Bobby Cutchins affirmed the motion carried.

B. Recognition of City of Franklin Varsity Basketball Team Resolution #2023-7 (read by Vice-Mayor Wynndolyn Copeland)

City Manager Amanda Jarratt stated what an honor this team has accomplished, the hours in practice and games all while doing classwork and homework. Recognition to the coaches and staff, there was a number of students that made all district teams and all region and Coach Cutchins and his staff, making coach of the year. Thank you to the Coaches and the staff, bookkeepers, and the players, and the parents, and Franklin City Public Schools for their dedication and investment.

Mayor Bobby Cutchins stated that this team brought so much joy to the people of the community and enjoyed watching these young men play. Their determination, discipline, and the way they play together. It was joy to watch and you did not give up. We appreciate all of you.



Recognition of the Franklin High School
 Boys' Varsity "Broncos" Basketball Team
 Resolution #2023-7

WHEREAS, the City of Franklin City Council would like to recognize the Franklin High School boys' Varsity Basketball team for their successful season ending with an overall record of 24-4 and a district record of 14-0; and

WHEREAS, the Franklin High School Broncos worked hard to win the Tri-Rivers District Regular Season Championship and District Tournament Championship; and

WHEREAS, the Franklin High School Broncos were the Region 1B Tournament runner-ups; and

WHEREAS, this was the first State Tournament appearance for the Broncos in 14 years; and

WHEREAS, the team made history with one of the winningest seasons in school history since the 1993 Franklin High School boys' Varsity team that were state runner ups; and

WHEREAS, the success of the Franklin High School Broncos is the result of the hard work and dedication of the student-athletes, the leadership and guidance of their coaches and teachers, and the unwavering support of the entire Franklin High School community; now

THEREFORE, BE IT RESOLVED, the City of Franklin City Council hereby commends the Franklin High School Varsity boys' basketball team for their success, and, be it

FURTHER RESOLVED, that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the citizens of the City of Franklin hold the Franklin High School Varsity boys' basketball team, thereby preserving and recording its gratitude

Signed this 27th day of March 2023

Robert "Bobby" Cutchins
 Mayor, City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution 2023-7 recognizing the Franklin High School Varsity Basketball Team. Councilman Mark Kitchen made a motion to approve Resolution 2023-7 with a second from Councilwoman Jessica Banks.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Absent
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Finance Matters:

A. Budget Amendment 2023-17

City Manager Amanda Jarratt called Ms. Rachel Trollinger, Director of Finance to provide the overview of Budget Amendment 2023-16.

Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2022-2023 City Budget is hereby amended to:

1. Recognize revenues related to donations to Animal Control and Parks & Recreation and appropriate such revenue for use;
2. Recognize revenue from Help Eliminate Automobile Theft Fund (H.E.A.T) and to appropriate such revenue for designated use;
3. Recognize revenues from the State for Street Maintenance and to appropriate such revenue for use; and
4. Recognize the School’s supplemental appropriation of State and Federal revenue and to appropriate for use.

		2022-2023	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
#1				
100 GENERAL FUND				
REVENUE				
100-3-13030-0052	Farmers' Market Fees	\$ 6,000	\$ 6,500	\$ 500
100-3-18990-3005	Donations Animal Control	\$ 780	\$ 830	\$ 50
				<u>\$ 550</u>
EXPENDITURES				
DEPARTMENT Parks & Recreation	100-4-71300-7001 Farmers' Market Expenses	\$ 4,215	\$ 4,715	\$ 500
DEPARTMENT Animal Control	100-4-35100-3195 Veterinary Care	\$ 2,000	\$ 2,050	\$ 50
				<u>\$ 550</u>
#2				
100 GENERAL FUND				
REVENUE				
100-3-24040-1813	H.E.A.T. Program Funds	\$ -	\$ 10,000	\$ 10,000
				<u>\$ 10,000</u>
EXPENDITURES				
DEPARTMENT Police	100-4-31100-0106 H.E.A.T. Program Equipment	\$ -	\$ 10,000	\$ 10,000
				<u>\$ 10,000</u>
#3				
100 GENERAL FUND				
REVENUE				
100-3-24040-0006	Street and Highway Maintenance	\$ 1,790,323	\$ 1,939,366	\$ 149,043
				<u>\$ 149,043</u>
EXPENDITURES				
PW-Streets	100-4-41200-0333 Reserve for Street Imp Paving	\$ 1,048,767	\$ 1,197,810	\$ 149,043
				<u>\$ 149,043</u>
#4				
250 SCHOOL OPERATIONS				
REVENUE				
250-3-33010-0271	NCLB Grant - Title I Part A	\$ 1,315,940	\$ 1,382,328	\$ 66,388
250-3-24000-0202	State School Basic Aid	\$ 8,097,710	\$ 9,734,645	\$ 1,636,935
				<u>\$ 1,703,323</u>
EXPENDITURES				
250-4-60000-0071	NCLB Grant - Title I Part A	\$ 1,315,940	\$ 1,382,328	\$ 66,388
250-4-60000-0001	Instruction	\$ 8,607,615	\$ 9,807,615	\$ 1,200,000
250-4-60000-0002	Administration, Health & Attendance	\$ 1,434,045	\$ 1,550,545	\$ 116,500
250-4-60000-0003	Pupil Transportation	\$ 551,674	\$ 823,109	\$ 271,435
250-4-60000-0004	Operation and Maintenance Services	\$ 2,610,046	\$ 2,655,046	\$ 45,000
250-4-60000-0030	Enterprise Expense	\$ -	\$ 4,000	\$ 4,000
				<u>\$ 1,703,323</u>

Mayor Bobby Cutchins asked Council if there was any discussion and entertained a motion to approve Budget Amendment 2023-17. Councilman Mark Kitchen made a motion to approve Budget Amendment 2023-17 with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

- Councilman Linwood Johnson** **Absent**
- Councilman Mark Kitchen** **Aye**
- Councilwoman Jessica Banks** **Aye**
- Vice-Mayor Wynndolyn Copeland** **Aye**
- Mayor Bobby Cutchins** **Aye**
- Councilman Ray Smith** **Aye**
- Councilman Gregory McLemore** **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

Old/New Business:

A. 2022 Crime Report

City Manager Amanda Jarratt asked Chief Steve Patterson to come forward to present the 2022 Crime Report.

Chief Steve Patterson stated that the Uniformed Crime Reporting Program (UCR), collects data for Part 1 offenses. Those offenses are deemed the most reoccurring serious crimes across the United States. The offenses tracked are:

- Murder/Non-negligent Homicide (3)
- Rape (1)
- Robbery (11)
- Aggravated Assault (21)
- Burglary (27)
- Larceny (232)
- Motor Vehicle Theft (14)
- Arson (1)

Chief Patterson stated that the overall comparison of 2021 versus 2022 lead to an increase of Part 1 offenses in the City of Franklin, in 2021 there were 299 reported Part 1 offenses, in 2022 there were 310 reported Part 1 offenses. The increase of 11 reports has resulted in a 3.6% increase in Part 1 offenses. Homicide increased, rape decreased, robbery increased, aggravated assault decreased, burglary increased, larceny increased, and motor vehicle theft decreased. The quality of life crimes are tracked internally, at times, these crimes are more of a proactive response than a reactive response. The department is hopeful that with increased staffing and training in criminal interdiction and investigation we can continue to address weapon law violations. The Franklin Police Department compared the following crimes from 2021 versus 2022:

- Drug/narcotics offenses-decreased
- Weapon law violations-increased
- Gun shot fired

Offense	2021	2022	Difference +/-
Drug/Narcotics Offenses	78	55	-29.5%
Weapon Law Violations	122	133	+9%
Gun Shots Fired	20	25	+25%

Chief Patterson stated additional statistics which are important to public order are: DUI arrests, traffic accidents, traffic summonses issued, and total arrests.

Item	2021	2022	Difference +/-
DUI Arrest	20	17	-15%
Traffic Accidents	127	128	+1%
Traffic Summonses Issued	941	1,233	+31%
Total Arrests	509	591	+16%

25 emergency custody orders have been served, 4 temporary detention orders served, the time spent serving anticipated of 8 hours for ECO's, and 72 hours for TDO's.

Call Type	2021	2022	Difference +/-
Police CFS/E-911	25,874/7,101	29,431/6,707	+13.7/-5.5
Self Initiated	17,753*	21,427*	+20.6
Fire/EMS	2,007	2,437	+21.4
Other	1,759	2,158	+22.7
Total	29,640	34,026	+14.8

*These calls are included in the Police CFS category.

2019 Virginia Crime Report Comparison Between IOW, SoCO, FRK

Agency	Number of Employees	Total Incidents	Total Offenses	Group A Offenses Per 100,000	Arrests	Arrests Per 100,000 Population
IOW	59	650	739	2456.4	611	2309.0
SoCo	67	629	697	3629.8	245	1413.8
FRK	34	797	929	9647.7	470	5689.4

2020 Virginia Crime Report Comparison Between IOW, SoCO, FRK

Agency	Number of Employees	Total Incidents	Total Offenses	Group A Offenses Per 100,000	Arrests	Arrests Per 100,000 Population
IOW	53	675	796	2527.0	559	2092.7
SoCo	79	500	567	2784.9	181	1008.1
FRK	24	795	926	9554.1	445	5347.9

2021 Virginia Crime Report Comparison Between IOW, SoCO, FRK

Agency	Number of Employees	Total Incidents	Total Offenses	Group A Offenses Per 100,000	Arrests	Arrests Per 100,000 Population
IOW	55	706	817	2564.6	578	2099.6
SoCo	73	456	516	2550.3	213	1191.3
FRK	33	795	972	9858.6	493	6113.6

Chief Patterson stated in conclusion, the department will continue to make strides to curb violence and keep these numbers low as compared to our neighbors in the Hampton Roads community, and we are hopeful with increased staffing and training, the department can dig deeper into the gang, drug, and weapon incidents occurring in our City and region.

B. Tethering Discussion

City Manager Amanda Jarratt stated that as Council knows the City of Franklin does not have a code restricting tethering and follow the Code of Virginia Section 3.2-6500. Staff researched codes throughout the region and has drafted the following for discussion: "It shall be unlawful to tether any

unattended dog, whether or not the dog has been provided adequate space. For the purposes of this section, a dog is unattended if the owner or custodian is not outdoors and within eyesight of the dog. A violation of this section shall be punishable as a class 4 misdemeanor.” Counsel was able to draft an ordinance for City Council to discuss or approve.

Councilman Mark Kitchen asked would it be able to be a higher class misdemeanor. City Attorney stated that typically criminal violations are determined by the state code.

Mayor Bobby Cutchins asked any action from Council.

Councilman Mark Kitchen made a motion to adopt Ordinance 2023-1 Prohibiting the Unattended Tethering of Dogs, with a second from Councilman Gregory McLemore.



An Ordinance prohibiting the unattended tethering of dogs.

THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA ORDAINS AS FOLLOWS:

That Article I, In General, of Chapter 5, Animals, is hereby amended to add Section 5-28, which reads as follows:

Sec. 5-28. Unattended tethering of dogs prohibited.

- (a) It shall be unlawful to tether any unattended dog, whether or not the dog has been provided adequate space. For the purposes of this section, a dog is unattended if the owner is not outdoors and within eyesight of the dog.
- (b) A violation of this section shall be punishable as a class 4 misdemeanor.

This ordinance shall be effective immediately.

Certified copy of the ordinance adopted by the Franklin City Council at its regular meeting held on March 27, 2023.

Clerk to City Council

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Absent
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

C. Electronic Participation Policy Discussion

City Manager Amanda Jarratt stated to Council that at the last meeting an electronic participation policy was discussed, the previous policy that was in effect for the City Council expired with the expiration of the COVID-19 Public Health Emergency. The Code of Virginia allows for electronic participation, Counsel has drafted a policy for your discussion and consideration. Council may go more restrictive than the state code, Council isn't allowed to be less restrictive. Council can adopt what has been proposed, or make changes and adopt at a later meeting, or keep the way it is with no policy. There is a limit for personal reasons, Council would have to meet one of the test outlined in the proposed policy section to qualify for electronic participation.

Councilman Ray Smith stated that he is personally against having the electronic participation policy. Members should be present in order to participate and vote on important matters.

Councilwoman Jessica Banks stated that she is in agreements with state regulations, if state has something in place, why not the City as well.

Councilman Gregory McLemore stated that he is in agreements with state regulations for the electronic participation policy. With the policy, the Council member would have the option to fully participate in the meeting if they can or not if they so choose to utilize the policy.

City Manager Amanda Jarratt stated that what she gathers is that Council would like to restrict the amount of times that Council may utilize the electronic policy and put the revisions on the upcoming agenda to discuss further.

Council agreed, no action taken at this time.

D. Golf Cart Discussion

City Manager Amanda Jarratt stated that Chief Steven Patterson and Chad Edwards, Director of Public Works is here for any questions. After discussion, staff can draft an ordinance for Council approval. Two items to take into consideration is the speed limit of the road and the traffic count on the road. The traffic count numbers have increased, with more visitors and the roads are busier.

Chief Steve Patterson stated that there has to be an ordinance and must take into account the VDOT considerations as well. Current state codes 46.2-916.1 "gold cart and utility vehicle operations on public highways not otherwise designated for such operation," 46.2-916.2 "designation of public highways for golf cart and utility vehicle operations," and 46.2-916.3 "limitations on golf cart and utility vehicle operations on designated public highways."

City Council discussed some pros and cons of having golf carts within the City. Staff will do further research to answer the questions that Council have and get information regarding bicycles.

No action taken at this time.

E. City Manager's Report

City Manager Amanda Jarratt want to focus on food trucks which was discussed during Citizens Time. An ordinance draft was sent to Council to review for consideration. It will go to the Planning Commission first and then to City Council, we would like it to be on the April Planning Commission agenda. The separation of the utilities bills, after speaking with Edmonds, it is possible to split the bills,

and staff is waiting further information from BMS. With the current WIPP system, it would be the one payment for all the bills. Staff is awaiting information to have that separated as well and the cost to have this process done. There will need to be a closed session on the April 10th meeting to appoint members for the Historic District Commission to be recommissioned. Meeting with Dr. McCray at Camp Community College is on the way. PEG Channel is being worked on to update and electronic voting system is being worked on by staff.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff participated in a webinar with HUD about our grant award.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lind Darden. The judges, Clerk of Court, and Sheriff's Department in addition to other stake holders will be consulted throughout the design process. Questionnaires are being completed by various stakeholders.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. Please see attached! We will incorporate this into the site plans.
 - Kayaks launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around two weeks to finalize the application after the plans are received.
 - With the ongoing lag in Corps review timeframes, I believe we're likely looking at anywhere from 60-90 days to obtain the permits following submittal.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
 - Separation of City Utility Bills
 - Staff has met with the staff from Edmonds regarding separation of the bills and necessary changes in utility billing and the online payment program. We are awaiting costs for implementing the necessary changes there and the costs from

BMS. I should have a more comprehensive update at the April 10th City Council meeting.

- Increase Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
- Communication with Franklin City Public Schools
 - We have a joint meeting scheduled for March 30th with the Franklin City Public School Board.
- Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
- Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed.
- Youth
 - Working on updated youth programming and additional partnerships.
- Tethering
 - On the agenda.
- Special Tax Districts
 - Under discussion and research ongoing.
- Camp Community College Partnerships
 - Under discussion
- Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices.

Upcoming Community Events

- April 11th- Red Cross Blood Drive
- April 21st & 22nd – Circus & Spring Fest
- April 3rd- Franklin Cruise In
- May 6th – Lumberjack Fest
- June 17-19th – Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28th – Independence Day Celebration
- Dec. 2nd – Elf Parade & Holiday Market

No action taken at this time.

Council/Staff Reports on Boards/Commissions:

No reports at this time.

Adjournment

Councilman Mark Kitchen made a motion to adjourn the March 27, 2023 City Council meeting with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Absent
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the meeting stands adjourned.

The March 27, 2023 City Council meeting was adjourned at 8:34 P.M.

Mayor

Clerk to City Council

City Council Work Session Meeting Minutes March 27, 2023

Call to order

The Franklin City Council held a Budget Work Session on March 27, 2023 at 6:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Mayor Robert “Bobby” Cutchins; Vice-Mayor Wynndolyn Copeland; Councilman Mark Kitchen; Councilman Gregory McLemore (6:06 p.m.); Councilman Ray Smith; Councilwoman Jessica Banks

Council Members not in Attendance: Councilman Linwood Johnson (via phone).

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Vernie Francis, Chief of EMS; Carlee Gurskiy, Director of Community Development; Camara Jacobs, Director of Human Resources; Chad Edwards, Director of Public Works; Zach Wright, Director of Power & Light; Matthew Jezierski, Director of IT; Selenia Boone, Commissioner of the Revenue; Rachel Trollinger, Director of Finance

City Manager Amanda Jarratt explained that Councilman Linwood Johnson would be absent from the meeting due to personal reasons. However, he will join via phone remotely. Because there is no remote electronic participation policy in place, Councilman Johnson will not be able to participate in any of the actions taken place on the agenda.

Fiscal Year 2023-2024 Recommended Budget

City Manager Amanda Jarratt presented to Council the Fiscal Year 2023-2024 recommended budget. The important item for Council to consider this meetings, is the rate that will need to be put in the advertisement. Based on the current adoption calendar, it is scheduled for a May 8th adoption and the advertisement will run on April 19th, everything must be submitted to them by April 14th. When posting the real estate ad, Council can’t not adopt a higher rate, it can be lower. The requested General Fund budget revenues \$28,733,020 and the expenditures \$31,357,454, where the City started with the variance in expenditures over revenue is \$2,624,434. The one-time revenue sources to cover operation expenditures transferring \$1.7 million from the electric fund and \$195,000.00 from the water and sewer funds. There will be an increase in the revenue from the real estate tax from fiscal year 2023 due to new construction. \$106,000.00 General Fund Unassigned Fund Balance, these are for one times uses. Staff went back and added a 5% salary increase

Expenditure Increases	Amount
5% Salary Increase	\$510,779
Police Personnel Increase	146,000
Emergency Services Personnel Increase	213,343
Health Insurance Increase – 10%	60,000
Legislative Change: DSS Personnel 7% Raise – Local Share – Transfer	45,000
Tax Relief for the Elderly/Disabled	100,000
Total Preliminary Proposed Increases	\$1,075,122
Expenditure Reductions	Amount
Frozen vacancies/Delayed Hire	(\$146,657)
Reductions Identified by Department Heads	(\$381,119)
Total Preliminary Proposed Reductions	(\$527,776)

General Fund summary of primary revenues changes from Fiscal Year 2023 amended budget: City Manager Amanda Jarratt stated that the City has increased its sale tax in Fiscal Year 2024 by \$450,000.00. Increase in real estate taxes of \$139,627.00. The one time draw from the Unassigned Fund Balance. This is an increase of over \$150,000.00 of Fiscal Year 2023 because of the full impact of Wawa’s and Starbucks. There will be an increase in the EMS contract with Southampton.

Revenue Increases	Amount
Real Estate Taxes	\$ 139,627
Sales Taxes	\$ 450,000
Personal Property Taxes	\$ 62,651
Local Taxes (Meal Taxes - WaWa & Starbucks)	\$ 100,000
Tax Relief	\$ 100,000
Draw from Fund Balance - one time capital	\$ 657,429
EMS SoCo Contract Fees	\$ 231,924
Total Revenue Increases	\$ 1,741,631
Revenue Reductions	Amount
Use of Fund Balance	\$ (63,908)
Social Services lease loss	\$ (72,344)
IOW Revenue Share	\$ (335,000)
Total Revenue Reductions	\$ (471,252)
PRIMARY REVENUE CHANGES	\$ 1,270,379

City Manager Amanda Jarratt stated this budget was balanced using the \$1.03 real estate rate. And the real estate rate equates to \$61,938 at a 98.5% collection rate. The history of raises that have been given over time:

Date of Raise	Percentage
7/1/2012	1.1% VRS Plan 1 Only
7/1/2013	1.1% VRS Plan 1 Only
7/1/2013	2%
7/1/2014	1.1% VRS Plan 1 Only
7/1/2015	1.1% VRS Plan 1 Only
9/1/2015	2%
7/1/2016	1.1% VRS Plan 1 Only
12/1/2016	2%
7/1/2018	2%
11/1/2020	2%
7/1/2022	5%

City Manager Amanda Jarratt stated the Franklin City Public Schools budget is asking for a flat allocation at \$4,330,237.00. The General Assembly adjourned with no budget and there is no prediction as to when they will adopt a budget, which could be as late as June. There is a joint session with the FCPS board at S.P. Morton scheduled for Thursday, March 30th.

Franklin City Public Schools			
General Fund (including grants)	FY 2024	Textbook Fund 9	FY 2024
State Funding	\$11,503,764	State Funding	\$92,310
Federal Funding	\$3,127,200	Local - Other	\$15
Local - City Appropriation	\$4,330,237	Local	\$36,939
Local - Other	\$70,000	Total Revenue	\$129,264
Local - City Restricted		Instruction (61000) Other	\$129,264
Total Revenue	\$19,031,201	Total Expenditures	\$129,264
Instruction (61000) S & B	\$9,517,755		
Instruction (61000) Other	\$835,714		
Admin (62000) S & B	\$1,809,252		
Admin (62000) Other	\$291,271		
Transp (63000) S & B	\$332,348	Nutrition - Fund 8	FY 2024
Transp (63000) Other	\$117,948	State Funding	\$32,957
OP & Maint (64000) S & B	\$1,133,585	Federal Funding	\$774,411
OP & Maint (64000) Other	\$854,158	Local - City Appropriation	
Parent Engagement (65000)S&B		Local - Other	\$100,270
Parent Engagement (65000)Oth		Total Revenue	\$907,638
Transf to TB Fund (67000)		Nutrition (65000) S & B	\$499,961
Technology (68000) S & B	\$525,171	Nutrition (65000) Other	\$407,677
Technology (68000) Other	\$486,799	Total Expenditures	\$907,638
Contingency Reserve (69000)			
Federal	\$3,127,200		
Total Expenditures	\$19,031,201		

History of the FCPS Carryover

FY18-19	\$	207,158
FY19-20	\$	335,330
FY20-21	\$	703,158
FY21-22	\$	557,200
FY22-23	\$	321,663

Recommended Budget:

City Manager Amanda Jarratt stated that the Water & Sewer fund is balanced. Revenue and Expenditures is slightly higher than the previous budget and capital spending is slightly lower than previously. No increase has been budgeted for the rates.

- Balanced Budget:**
 - Revenues & Expenditures = \$3,444,922 which is \$56,922 more than the FY22-23 budget.
 - Capital spending is \$339,963 compared to \$381,804 in FY22-23
- No increase has been budgeted for the City's Water & Sewer rates.
- Fund Policy Evaluation: 68.6% - Council guidelines of 15%-25% have been met

City Manager Amanda Jarratt stated the Revenues and Expenditures are slightly less, there's been no increase in solid waste rates, and however, the tipping fee is increasing from \$65 to \$67.

- Balanced Budget:**
 - Revenues & Expenditures = \$1,410,902 which is \$60,390 less than the FY22-23 budget
- No increase has been budgeted for the City's Solid Waste rates.
 - Tipping fee increases from \$65 to \$67
- Fund Policy Evaluation: 62.5% - Council guidelines of 25%-40% have been met

Airport fund is balanced. Councilman Gregory McLemore asked about the reducing in the Federal Grants. City Manager Amanda Jarratt stated that is made up from the Unassigned Fund Balance. Mayor Bobby Cutchins stated that the Airport has to remain open. City Manager Jarratt stated that if the City sales the Airport, all Federal FAA grants will have to be paid back, which exceeds \$1,000,000.00.

- ❑ **Balanced Budget:**
 - ❑ Revenues & Expenditures = \$190,719 which is \$16,736 less than the FY22-23 budget due to reduction in Federal Grants

Electric Fund:

- ❑ **Balanced Budget of \$18,926,759:**
 - ❑ Increase from FY 22-23 Budget of \$2.04M or 10% which is directly related to energy costs
 - ❑ Includes \$600k "true-up" expense to Dominion (same as FY23)
- ❑ **No increase has been budgeted in the City's Electric rates.**
 - ❑ Whole sale projected in increase 12%
 - ❑ Fuel adjustment projected to decrease
- ❑ **Operational transfer to General Fund has been budgeted at \$1,799,993.**
- ❑ **Fund Policy Evaluation: 31.73% - Council guidelines of 15%-25% have been met**

City Manager Amanda Jarratt stated the Social Services fund local match requirement is \$640,674.00 compared to FY23 of \$592,628.00, again the General Assembly adjourn without a budget.

- ❑ **Budget Notes:**
 - ❑ City's local match requirement FY24 budget is \$640,674 compared to FY23 current budget of \$ 592,628; a decrease of \$40,046
 - ❑ **Total DSS Budget: \$2,980,810**
 - ❑ General Fund monies supports 21.5% of the total DSS budget
 - ❑ Budget includes a 7.0% state salary increase effective 7/1/23

City Manager Amanda Jarratt stated that the follow chart shows the comparison from Fiscal Year 22-23 to Fiscal Year 23-24. Water & Sewer, Solid Waste, and Electric debt is down. Debt Service Obligation:

Fund	FY 22-23	FY 23-24	Budget Variance
			FY23-24 over FY 22-23
General Debt	763,820	788,169	24,349
School Debt	433,109	414,133	(18,976)
Tax Supported Debt	<u>\$ 1,196,929</u>	<u>\$ 1,202,302</u>	<u>\$ 5,373</u>
Water & Sewer Debt	381,325	339,963	(41,362)
Solid Waste Debt	28,741	28,533	(208)
Electric Debt	370,560	236,437	(134,123)
Total Enterprise Debt	<u>\$ 780,626</u>	<u>\$ 604,933</u>	<u>\$ (175,693)</u>

Capital Improvements shows the major capital purchases and projects over the next few years (i.e. Armory Project, paving of the streets).

CITY OF FRANKLIN, VA – PROPOSED
CAPITAL IMPROVEMENT PROGRAM
FY 2023-24 TO FY 2027-28

Project Description	Anticipated Revenue Source FY 24	Anticipated Revenue Source					5-Year CIP Cost FY 24-28
		FY 24 Request	FY25 Request	FY 26 Request	FY 27 Request	FY 28 Request	
GENERAL ADMINISTRATION							
1 Printing/Mailbox	Cash		11,000	14,000			47,000
TOTAL GENERAL GOVERNMENT		0	11,000	14,000	0	0	47,000
PUBLIC SAFETY							
3 Mello 1 Replacement	Cash			160,000			160,000
4 Land Acquisition-New EMS Building	Financing		500,000				500,000
4 New Emergency Services Building	Financing					7,300,000	7,300,000
9 New Emergency Services Building Headquarters - Design	Financing			180,000			180,000
5 Fire Station 5	Financing		1,500,000				1,500,000
7 Emergency Management Vehicle	Cash	40,000					40,000
TOTAL PUBLIC SAFETY		40,000	1,500,000	640,000	0	7,300,000	9,870,000
PUBLIC WORKS							
8 Drainage System Improvements	State	300,000	300,000	300,000	300,000	300,000	1,500,000
9 Street Improvements	State	300,000	300,000	300,000	300,000	300,000	1,500,000
10 Traffic Signal Upgrades	State	50,000	50,000	50,000	50,000	50,000	250,000
Transportation Safety Street Project							
11 Street Improvements Paving per Pavement Condition Analysis & Management Report	Cash		870,000	918,000	760,000		2,548,000
12 Intersection Improvements Per Comp Plan	Cash		220,000	220,000	220,000		660,000
14 North High Street Widening	Cash				3,300,000		3,300,000
14 Huntbuckle Road Widening	Cash				3,600,000		3,600,000
15 Ironview Drive Widening	Cash				1,200,000		1,200,000
14 Biboette Lane Connector to High Street	Cash				1,400,000		1,400,000
TOTAL PUBLIC WORKS		650,000	1,940,000	1,968,000	11,490,000	600,000	17,958,000

CITY OF FRANKLIN, VA – PROPOSED
CAPITAL IMPROVEMENT PROGRAM
FY 2023-24 TO FY 2027-28

Project Description	Anticipated Revenue Source FY 24	Anticipated Revenue Source					5-Year CIP Cost FY 24-28
		FY 24 Request	FY25 Request	FY 26 Request	FY 27 Request	FY 28 Request	
PARKS & RECREATION							
17 Backlander Park - stain boardwalk	Cash			15,000			15,000
18 Overlook Park - stain boardwalk	Cash	50,000					50,000
18 Armory Park City Pool Renovations	Cash	20,000	25,000				45,000
18 Hill building renovations	Cash		100,000				100,000
21 Hill Kitchen Renovations	Cash	40,000					40,000
TOTAL PARKS & RECREATION		110,000	125,000	15,000	0	0	240,000
ELECTRIC FUND							
22 Replacement of Unit 5-1 Trash	User Fees		350,000				350,000
23 Carterbury Charles Street Underground Update	Financing		1,000,000	1,000,000			2,000,000
24 Substation	Financing		7,000,000				7,000,000
25 SCADA replacement	Financing		280,000				280,000
26 Automated Metering Infrastructure	Financing		1,500,000				1,500,000
TOTAL ELECTRIC FUND		0	10,130,000	1,000,000	0	0	11,130,000
WATER & SEWER FUND							
27 Sewer System Rehabilitation	User Fees	132,330	400,000	400,000	400,000	400,000	1,732,330
28 Sewer System Improvements - Laurel St CD80	User Fees	214,200					214,200
29 Water System Improvements	User Fees	50,000	50,000	50,000	50,000	50,000	250,000
30 Wastewater Treatment Plant Upgrades	User Fees	30,000	100,000	100,000	100,000	100,000	430,000
TOTAL WATER & SEWER FUND		486,530	550,000	550,000	550,000	550,000	2,681,530
TOTAL ALL FUNDS		1,466,530	14,778,000	4,134,000	11,990,000	6,700,000	41,048,530

FCPS Capital Improvement Needs, the front of the buildings, some landscaping, security, replacement of doors, equipment. The roof project is underway that the City funded along with the Literary Loan.

Capital Improvement Needs

The issues identified represent projects that are requested to be considered for immediate funding.



Location	Area	Description	Rationale	Estimated Costs
All Schools	Hall, Gym, Auditorium, & Cafeteria	Some doors do not lock properly, this is due to settling of buildings causing frames no longer to be aligned and high usage.	In the event a lock down is needed, doors may not lock properly causing a security risk to students and staff	\$150,000 \$5,000 per set of doors* SPM - 30 sets JPK - 5 sets FHS - 3 *Additional costs may incur if structural issues are identified
All Schools	Cafeteria	Replacement needed of hot water tanks SPM & FHS installed in 1965, JPK in 1985	In the event they tanks stop working meal service would be disrupted Recommendation: tankless with propane, will need to convert from electric to gas.	\$125,000
FHS	Breezeway Redesign	Security Access Point	The current design of breezeway and deterioration of structure causes safety concern for students/staff during possible active shooter or intruder. Phase I - Architect Assessment Phase II - Design Select Survey Phase III - Completion	\$7,500 Phase I - Architect Assessment

Capital Improvement Needs (cont.)

The issues identified represent projects that are requested to be considered for immediate funding.



Location	Area	Description	Rationale	Estimated Cost
Additional Needs to Maintain Buildings & Offices				
FCPS	Maintenance	Central Warehouse - 100'X100'X20'	Currently division renting several storage facilities- Would all for one storage facility for supplies and excess and eliminate storage and excess building fees.	\$300,000
FCPS	Maintenance	Forklift Service	Current equipment has a hydraulic leak and needs repairing. Unable to use when bulk deliveries are made to division.	\$10,000
FCPS	Maintenance	Backhoe Service	Current backhoe is in need of servicing. Any digging is done by hand until equipment is serviced.	\$15,000
Total Request for \$1,437,500				

Capital Improvement Needs (cont.)

The issues identified represent projects that are requested to be considered for immediate funding.



Location	Area	Description	Rationale	Estimated Cost
SPM/FHS	Front of the building	Landscaping Redesign	Need of flowers, trees, plants, mulch	\$ 40,000
SPM	Entire Building	All AC Units need replacing, Total of 52 units *This project can be broken up into phases.	16-year-old units - 4 compressors were replaced during summer of 2022 and having problems fall of 2022 due to units' age. Parts taking approx. 8 months to receive	\$ 500,000
FHS	Front Office	AC Unit needs replacing	Installed in 1985, temporary work around used to keep unit working	\$ 25,000
Charles Street Gym	Entire Building	To repair building based on proposal	Critical Repairs - \$150,000 Usability Repairs - \$100,000 Structural Assessment - \$15,000 *Additional Costs will be incurred to install fire and safety systems within the building.	\$265,000*

City Manager Amanda Jarratt stated that most of the contributions to agencies and organizations are required due to contracts. Contributions to Agencies & Organizations:

CITY OF FRANKLIN, VIRGINIA CONTRIBUTIONS TO AGENCIES & ORGANIZATIONS									
Name of Organization (City Council Budget)	Requested FY 2020-2021	Adopted FY 2020-2021	Requested FY 2021-2022	Adopted FY 2021-2022	Adopted FY 2022-2023	Requested FY 2023-2024	City Manager Recommended -For Council Approval FY 2023-2024	Change Requested Increase (Decrease)	Percent Increase (Decrease)
Blackwater Community Events	\$ -	\$ -	\$ 6,500.00	\$ 6,500	\$ 6,500	\$ 7,500	\$ 6,500	\$ 1,000	40%
Boys & Girls Club	7,500	4,500	7,500	4,500	4,500	7,500	4,500	(3,000)	-40%
Chesterfield County Fire & EMS Med Flight	200	-	100	-	-	900	-	(900)	-100%
Children's Center	3,400	-	3,400	-	-	3,400	-	(3,400)	-100%
Cover 3	3,400	-	3,400	-	1,000	20,000	500	(19,500)	-98%
Downtown Franklin Association	65,000	20,000	55,280	6,500	-	-	-	-	0%
Endeavour	3,400	-	3,400	-	-	-	-	-	#DIV/0!
Fifth District C&A Program-Voices for Kids	3,000	1,800	5,000	1,800	1,800	15,000	2,000	(13,000)	-87%
Franklin Experience Inc.	-	-	6,500	5,000	5,000	6,500	5,000	(1,500)	-23%
Genevieve Shelter	10,000	4,500	10,000	4,500	4,500	15,000	4,500	(10,500)	-70%
H.K. Military & Federal Facilities Alliance	4,134	3,813	4,131	4,131	4,131	4,032	4,032	-	0%
Hampton Roads Workforce Council (Opportunity Inc.)	2,123	1,911	2,123	2,123	2,036	2,036	2,036	-	0%
P. D. C. C.	13,000	13,000	13,000	13,000	13,000	13,650	13,000	(650)	-5%
Rawls Museum Arts - Net Grant	10,000	4,500	15,000	5,000	5,000	15,000	5,000	(10,000)	-67%
Senior Services of Virginia	9,676	5,993	10,000	6,000	6,000	57,338	6,000	(51,338)	-90%
Smart Beginnings Western Tidewater	15,000	13,500	15,000	13,000	13,000	15,000	13,000	(2,000)	-13%
STOP Incorporated	15,000	900	9,145	1,000	1,000	-	1,000	1,000	#DIV/0!
Virginia Legal Aid Society, Inc.	4,434	-	4,434	-	-	-	-	-	#DIV/0!
Western Tidewater Free Clinic	41,600	3,600	40,800	3,600	3,600	48,981	3,600	(45,381)	-92%
Franklin Southampton Econ Development, Inc.	41,600	-	-	-	-	-	100,000	100,000	#DIV/0!
Totals	\$ 252,487	\$ 78,017	\$ 214,713	\$ 76,854	\$ 71,087	\$ 224,337	\$ 170,668	\$ 63,669	(24%)
Other Agencies (Various Departments)									
5th District Court Serv- Juvenile Detention	\$ 106,408	\$ 92,705	\$ 104,288	\$ 93,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 25,000	11%
Blackwater Regional Library	260,543	234,489	266,157	266,157	243,346	258,573	258,573	-	0%
Community Corrections Program-5th Judicial District	12,506	9,583	12,691	9,600	16,234	23,024	23,024	-	0%
Franklin Southampton Econ. Development, Inc.	125,000	100,000	100,000	100,000	100,000	100,000	-	(100,000)	-100%
Franklin/Southampton Chamber	8,500	8,500	8,500	8,500	8,500	-	8,500	8,500	#DIV/0!
Hampton Roads Planning District Comm.	19,444	19,444	18,997	18,997	19,554	19,726	19,726	-	0%
Health Department	125,000	110,000	110,000	110,000	104,252	106,500	106,500	-	0%
Joint Operations - Southampton County	276,465	276,465	271,110	271,110	274,953	319,117	319,117	-	0%
Western Tidewater Community Services Board	54,666	33,262	49,187	33,262	33,262	42,469	42,469	-	0%
Western Tidewater Regional Jail	1,001,052	1,021,052	1,021,052	1,021,052	970,457	1,004,492	1,004,492	-	0%
Totals	\$ 3,009,584	\$ 2,805,500	\$ 3,061,982	\$ 2,831,678	\$ 1,970,558	\$ 2,098,901	\$ 2,032,401	\$ 66,500	(3%)

City Manager Amanda Jarratt stated this shows the items that were included that were asked for but frozen, which covers different departments along with the savings associated with them.

Personnel Action	Savings
Frozen Vacancies – Salaries & Benefits:	
Police – Corporal CID	\$75,787
911 – Communications Supervisor & Officer	\$112,560
Building & Grounds – Custodian (1)	\$44,538
Building & Grounds – Grounds Maintenance Worker (2)	\$86,263
City Manager- Assistant to the City Manager	\$64,068
Delayed Hire – Fire Medic (3)	\$74,910
Delayed Hire – Police Sergeant (3)	\$152,483
Total Savings	\$610,609

Councilman Ray Smith asked what the timeframe is the projected increase of the \$139k for real estate. City Manager Amanda Jarratt stated the projected to be for the whole year for FY24.

Mayor Bobby Cutchins asked Council for the projected advertisement rate. Councilman Ray Smith stated that he is not in favor of raising the real estate rate, but could raise a couple of cents. Mayor Cutchins agreed, City Manager Amanda Jarratt stated that it has been advertised between \$0.02-0.04 higher. Mayor Cutchins asked Council if they would agree to \$1.05. City Manager Jarratt stated that Council can run the advertisement rate at \$1.05 and approve \$1.03 rate, the rate that is approved cannot be higher than the advertised rate.

The Real Estate rate will be advertised at \$1.05.

City Manager stated that the process will begin with the budget book being put together and will be delivered to Council and placed in all Departments as well as the City website. We would like for a representative from the Federal Aviation Administration (FAA) to come and speak to Council.

No other action taken at this time.

Councilman Gregory McLemore made a motion to adjourn the Budget Work Session with a second from Councilman Mark Kitchen.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Absent
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the meeting stands adjourn.

Adjournment

Mayor Bobby Cutchins adjourned the Budget Work Session.

The Work Session was adjourned at 6:37 P.M.

Mayor

Clerk to City Council

Joint Session with Franklin City Council & Franklin City Public School Board

Meeting Minutes March 30, 2023

Call to order

The Franklin City Council held a joint session meeting with the Franklin City Public School Board on March 30, 2023 at 6:00 P.M. in the S.P. Morton Elementary Media Center located at 300 Morton Street, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilwoman Jessica Banks; Councilman Ray Smith; Councilman Gregory McLemore; Councilman Mark Kitchen

Council Members not in Attendance: Councilman Linwood Johnson (via telephone).

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Rachel Trollinger, Director of Finance

School Board Members in Attendance: Robert Holt, Chair; Carrie Johnson, At-Large; Arwen Council, Ward 2; Tonya Smith, Ward 3; Cristina Boone, Ward 4; Brittany Powell, Ward 5; Jerry McCreary, Ward 6.

Franklin City Public School Staff in Attendance: Dr. Carlton Carter, Interim Superintendent; Almeta Davis, Executive Assistant, recording minutes; Teresa Blackwell, Supervisor of Transportation; Dr. Dwana White, Assistant Superintendent of Human Resources; Meta Stratton, Director of Assessments & Accountability; Nelisa Vargas, Supervisory of Nutrition, Joshua Spaugh, Director of Technology; Johnathan Smith, Supervisor of Operations; Angela Edwards, Finance Specialist; Vernita Elliott, Social Worker;

Mayor Robert Cutchins called the Joint Session with the Franklin City Public Schools to order at 6:00 P.M.

FCPS Superintendent’s Search

Mr. Robert Holt entertained a motion to approve Interim Superintendent Dr. Carlton Carter as the permanent Superintendent for the Franklin City Public School effective April 1, 2023.

Mr. Jerry McCreary made a motion to approve Dr. Carlton Carter as the permanent Superintendent for the Franklin City Public Schools with a second from Ms. Cristina Boone.

The motion carried the vote 6-0

Mr. Robert Holt affirmed the motion carried.

State of the Schools

Mr. Travis Felts, Principal of Franklin High School presented the FHS SOL Data results as of March 30, 2023.

<p>English State Benchmark/School Goal: 75%/95%</p> <p>English 8 Reading: 30/33 (91%)</p> <p>English 8 Writing: 4/54 (7%)</p> <p>English 11 Reading: 32/25 (91%)</p> <p>English 11 Writing: 62/76 (82%)</p> <p>Overall English: 128/198 (65%)</p>	<p>Math State Benchmark/School Goal: 70%/80%</p> <p>Math 8: 1/13 (8%)</p> <p>Algebra I: 75/92 (82%)</p> <p>Algebra II: 21/26 (81%)</p> <p>Geometry: 4/4 (100%)</p> <p>Overall Math: 101/135 (75%)</p>
<p>Science State Benchmark/School Goal: 70%/75%</p> <p>Science 8: 9/34 (26%)</p> <p>Biology: 6/34 (18%)</p> <p>Earth Science: 1/2 (50%)</p> <p>Chemistry: 0/0 (N/A)</p> <p>Overall Science: 16/70 (23%)</p>	<p>History State Benchmark/School Goal: N/A/75%</p> <p>Civics & Economics: 9/28 (32%)</p> <p>World History I: 24/76 (32%)</p> <p>US History: 0/12 (0%)</p> <p>World History II: 0/2 (0%)</p> <p>Overall History: 33/118 (28%)</p>

Goals are to:

- Increase our overall English goal to 95% or better by the end of the 2022-2023 school year.
- Increase our overall Math goal to 80% or better by the end of the 2022-2023 school year.
- Increase our overall Science goal to 75% or better by the end of the 2022-2023 school year.
- Increase our overall History goal to 75% or better by the end of the 2022-2023 school year.
- Improve overall attendance rate at FHS 2022-2023 school year.

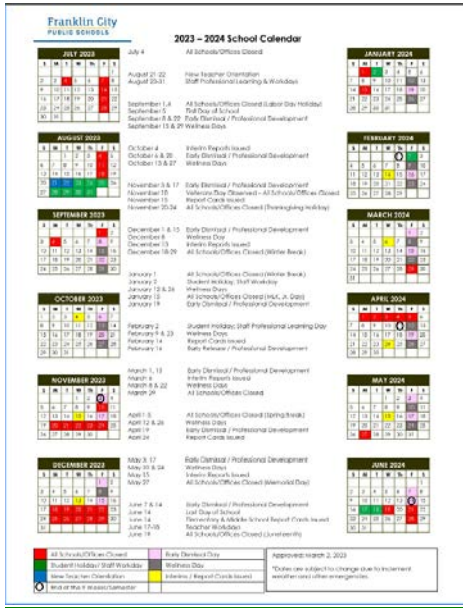
Strategies:

- Pull out students from non-SOL classed during planning blocks to remediate using appropriate SDBQ data.
 - Working with students on Enrichment Fridays to remediate using appropriate SDBQ data.
 - Utilize information from the VDOE Curriculum Framework and website resources.
 - Communicate with parents and students about the FCPS attendance policy.
 - Communicate with parents and students about their attendance through phone calls, emails, letters, Parent Square, home visits, and holding attendance meetings.
- Creating attendance plans to meet the student’s needs by building working relationships between parents/guardians and the school.

District Calendar and Enrichment Fridays

Dr. Carlton Carter, Superintendent presented the Proposed 2023-2024 School Calendar. Surveys were sent out to the community to: (a) describe their involvement with the school system (i.e. parent community member, or employee), (b) which school does your student attend, (c) parent satisfaction with current schedule, (d) schools starting before Labor Day, Thanksgiving break, and support of the 4-day schedule.

2023-2024 Approved School Calendar



Capital Improvement Needs

Capital Improvement Needs

The issues identified represent projects that are requested to be considered for immediate funding.



Location	Area	Description	Rationale	Estimated Costs
All Schools Priority # 1	Hall, Gym, Auditorium, & Cafeteria	Some doors do not lock properly due to settling of the buildings and high usage causing the frames to no longer to be aligned.	In the event a lock down is needed, doors may not lock properly causing a security risk to students and staff.	\$150,000 \$5,000 per set of doors SPM – 10 sets JPK – 5 sets FHS – 3 Additional costs may be incurred if structural issues are identified during the repair process.
All Schools Priority # 2	Cafeteria	Hot water tanks needing replacement. SPM and FHS hot water tanks were installed in 1965, JPK in 1985 respectively.	Meal services will be disrupted if hot water tanks stop working. Recommendation: Purchase tankless water heaters that use propane converting them from electric to gas.	\$125,000
FHS Priority # 3	Breezeway Redesign	Security Access Point	The current design of breezeway and the deterioration of structure causes safety concern for students/staff during possible active shooter or intruder incident. Phase I – Architect Assessment Phase II – Design Select Survey Phase III – Completion	\$7,500 Phase I – Architect Assessment

Capital Improvement Needs (cont.)



The issues identified represent projects that are requested to be considered for immediate funding.

Location	Area	Description	Rationale	Estimated Cost
SPM Priority # 4	Entire Building	A total of 52 units need to be replaced. This project can be broken up into phases.	These units are 16-year-old. Four of the compressors were replaced during summer of 2022. We experienced additional problems in the fall of 2022 due to the units' age. Parts taking approximately 8 months to be received.	\$ 500,000
FHS Priority # 5	Front Office	This AC unit needs to be replaced.	This unit was installed in 1985. A temporary work around is being used to keep this unit functioning until it can be replaced.	\$ 25,000
SPM/FHS Priority #6	The front of these buildings.	Landscaping Redesign	We are in need of flowers, trees, plants, and mulch to redesign the landscape.	\$ 40,000

Capital Improvement Needs (cont.)



The issues identified represent projects that are requested to be considered for immediate funding.

Location	Area	Description	Rationale	Estimated Cost
Additional Needs to Maintain Buildings & Offices				
FCPS Priority # 7	Maintenance	Central Warehouse – 100’X100’X20’	Currently we are renting several storage containers. We would like to purchase or build a storage facility larger enough to house all of our equipment and supplies. Thus eliminating the cost of storage fees.	\$300,000
FCPS Priority # 8	Maintenance	Forklift Service	Our current equipment has a hydraulic leak in need of repair. This creates a problem for us when bulk deliveries are received, we are unable to move them due to the lack of hydraulics.	\$10,000
FCPS Priority # 9	Maintenance	Backhoe Service	Current backhoe is in need of servicing. Any digging is done by hand until equipment is serviced.	\$15,000
Charles Street Gym Priority# 10	Entire Building	To repair building based on a proposal.	Critical Repairs - \$150,000 Usability Repairs - \$100,000 Structural Assessment – \$15,000 Additional costs will be incurred to install fire and safety systems within the building.	\$265,000*
Total Request for				\$1,437,500

Franklin City Public Schools

General Fund (including grants)	FY 2024
State Funding	\$11,503,764
Federal Funding	\$3,127,200
Local - City Appropriation	\$4,330,237
Local - Other	\$70,000
Local - City Restricted	
Total Revenue	\$19,031,201
Instruction (61000) S & B	\$9,517,755
Instruction (61000) Other	\$835,714
Admin (62000) S & B	\$1,809,252
Admin (62000) Other	\$291,271
Transp (63000) S & B	\$332,348
Transp (63000) Other	\$117,948
OP & Maint (64000) S & B	\$1,133,585
OP & Maint (64000) Other	\$854,158
Parent Engagement(65000)S&B	
Parent Engagement (65000)Oth	
Transf to TB Fund (67000)	
Technology (68000) S & B	\$525,171
Technology (68000) Other	\$486,799
Contingency Reserve (69000)	
Federal	\$3,127,200
Total Expenditures	\$19,031,201

Textbook Fund 9	FY 2024
State Funding	\$92,310
Local - Other	\$15
Local	\$36,939
Total Revenue	\$129,264
Instruction (61000) Other	\$129,264
Total Expenditure	\$129,264

Nutrition - Fund 8	FY 2024
State Funding	\$32,957
Federal Funding	\$774,411
Local - City Appropriation	
Local - Other	\$100,270
Total Revenue	\$907,638
Nutrition (65000) S & B	\$499,961
Nutrition (65000) Other	\$407,677
Total Revenue	\$907,638

General & Federal Funds	FY 2023 Budget FINAL	FY 24 Requested Budget
State Funding	\$8,837,535.00	\$11,503,764.00
Federal Funding	\$6,900,000.00	\$3,127,200.00
Local - City Appropriation	\$4,880,288.25	\$4,880,287.00
Local - Other	\$70,000.00	\$70,000.00
Local - City Restricted	\$577,200.00	
Total Revenue	\$20,714,973.25	\$18,031,251.00
Instruction (61000) S & B	\$7,468,141.01	\$8,517,755.00
Instruction (61000) Other	\$835,714.00	\$835,714.00
Admin (62000) S & B	\$1,142,774.00	\$1,809,252.00
Admin (62000) Other	\$293,271.24	\$293,271.00
Transp (63000) S & B	\$433,726.00	\$332,348.00
Transp (63000) Other	\$117,948.00	\$117,948.00
OP & Maint (64000) S & B	\$789,463.00	\$1,193,585.00
OP & Maint (64000) Other	\$1,096,410.00	\$854,158.00
Transf to TB Fund (67000)	\$70,982.00	
Technology (68000) S & B	\$509,535.00	\$525,171.00
Technology (68000) Other	\$486,799.00	\$486,799.00
Contingency Reserve (69000)	\$577,200.00	
Federal Funding	\$6,900,000.00	\$3,127,200.00
Total Disbursements	\$20,714,973.25	\$18,031,251.00

Textbook Fund 9	FY 2023 Budget FINAL	FY 24 Requested Budget
State Funding	\$70,992.00	\$92,310.00
Local - Other	\$15.00	\$15.00
Local		\$86,939.00
Total Revenue	\$71,007.00	\$129,264.00
Instruction (61000) Other	\$71,007.00	\$129,264.00

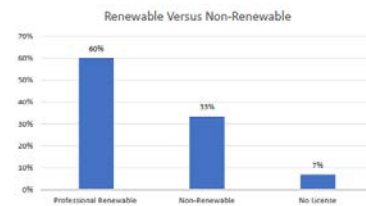
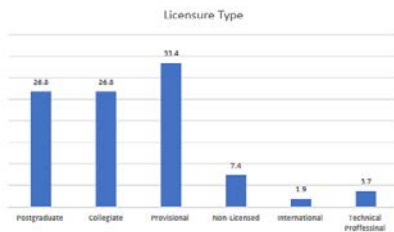
Nutrition - Fund 8	FY 2023 Budget FINAL	FY 24 Requested Budget
State Funding	\$15,593.02	\$32,957.00
Federal Funding	\$774,411.00	\$774,411.00
Local - City Appropriation	\$0.00	
Local - Other	\$84,893.53	\$100,270.00
Total Revenue	\$804,897.57	\$907,638.00
Nutrition (65000) S & B	\$476,152.85	\$499,961.00
Nutrition (65000) Other	\$408,744.72	\$407,677.00
Total Disbursements	\$804,897.57	\$907,638.00

Division Staffing Update

Dr. Dwana White presented the staffing data update. Currently FCPS has a partnership with Phoenix University and Camp Community College. Classroom teacher vacancies as of February 2023: SPM have 37 total number of teachers teaching, 5 total vacancies, that's 14% teacher vacancies. JPK 17 total teachers teaching, 5 total a vacancy, that's 29% teacher vacancies. FHS have 35 teachers teaching, 1 total vacancy, that's 3% teacher vacancies.

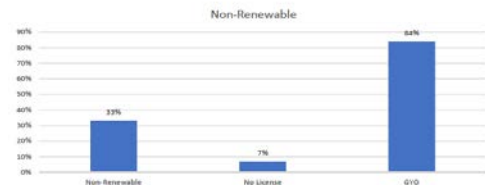
FCPS Staff Licensure

License Type If Licensed	Number	Percentage
Postgraduate	29/108	26.8%
Collegiate	29/108	26.8%
Provisional	36/108	33.4%
non license LTS	8/108	7.4%
International	2/108	1.9%
Technical Professional License	4/108	3.7%



FCPS Grow Your Own

License Type If Licensed	Number	Percentage
Provisional	36/108	33%
non license LTS	8/108	7%
Grow Your Own	37/44	84%



Attendance Update

Ms. Meta Stratton presented the FCPS attendance update as of March 28, 2023. SPM have 494 enrollment, 95.34% daily attendance, 3 students dropped for attendance, and 124 (25.1%) of unrecoverable students. JPK have 160 enrollment, 96.88% daily attendance, 0 students dropped for attendance, and 33 (20.6%) of unrecoverable students. FHS have 380 enrollment, 92.6% daily attendance, 9 students dropped for attendance, and 88 (23.2%) of unrecoverable students. Information

for ADM and ADA is unavailable at this time. ADM is the average number of registered students in attendance based on the number of days in the school year to date. ADA is the average of the actual attendance per day. For instance, if the enrollment is 500, and the daily attendance is 92.3%, then the ADA would be 461.5.

FCPS Strategic Plan

Dr. Carlton Carter presented the strategic plan goals for FCPS. FCPS is in collaboration with Isle of Wight School Board, to work with Career and Technical Education Programs.

Councilwoman Jessica Banks asked if Dr. Carter will be working with Southampton County Schools for Career and Technical Education Programs. Dr. Carter stated that they will reach out in the near future.

Dr. Carter state in collaboration with FCPS School Board and Central Office staff, a committee will be developed to address the following:

- How to get Schools fully accredited
- Retain and recruit highly qualified teachers/staff
- Increase parent and business/community engagement
- Renovation and maintenance of school facilities
- Exercising fiscal responsibility through a needs and wants assessment
- Expansion of Career and Technical Education Programs
- Exploring the option of Year-Around schools for 2024-2025 school year at the Elementary and Middle School levels

Mayor Bobby Cutchins stated that he is excited for what’s to come with FCPS. Councilman Ray Smith stated that the FCPS is making tremendous improvements and he can see the enthusiasm that they have. Councilman Gregory McLemore asked Dr. Carter if they will implement a debate team program for the students. Ms. Carrie Johnson, At-Large School Board member stated that the high school does participate in debate curriculum within the classroom. Mr. Robert Holt spoke about the teacher shortage and the school board is working hard to get those vacancies filled.

Adjournment

Mayor Robert “Bobby” Cutchins entertained a motion to adjourn the March 30, 2023 Joint Session with the Franklin City Public Schools. Councilman Mark Kitchen made a motion to adjourn the March 30, 2023 Joint Session with a second from Councilwoman Jessica Banks.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Absent
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye



National Animal Care and Control Appreciation Week

April 9th-15th, 2023

Resolution #2023-08

WHEREAS, as a vital part of the Franklin Police Department, the employees of Animal Control are instrumental in protecting the public from dangerous animals; and

WHEREAS, these valuable employees are also dedicated to the rescue of endangered animals, the return of lost animals to their homes and partner with other organizations to find animals loving new homes where appropriate; and

WHEREAS, the National Animal Care and Control Association is committed to the professional development of its members through training, advocacy and development of best practices; and

WHEREAS, the association has designated the second full week in April as an appropriate time to recognize these valued public safety servants.

NOW, THEREFORE BE IT RESOLVED, that the City of Franklin, Virginia City Council declares April 9th-15th, 2023 to be National Animal Care and Control Appreciation Week in Franklin, Virginia, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 10th day of April 2023

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia



National Public Safety Telecommunications Week

April 9th-15th, 2023

Resolution #2023-09

WHEREAS, emergencies can occur at any time that require Police, Fire or Emergency Medical Services; and,

WHEREAS, when an emergency occurs the prompt response of Police Officers, Firefighters and Paramedics is critical to the protection of life and preservation of property; and,

WHEREAS, the safety of our Police Officers and Firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the City of Franklin, Police-Fire-EMS communications center; and,

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for our Police Officers and Firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

WHEREAS, Public Safety Telecommunicators of the City of Franklin have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

NOW, THEREFORE BE IT RESOLVED, that the City of Franklin, Virginia City Council declares April 9th-15th, 2023 to be National Public Safety Telecommunicators Week in Franklin, Virginia, in honor of the men and women whose diligence and professionalism keep our City and citizens safe.

Signed this 10th day of April 2023

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia



Child Abuse Prevention Month
Resolution #2023-10

WHEREAS, regardless of who they are or the circumstances of their birth, all children have the right to safe, secure, and supportive environments, free from abuse and neglect.

WHEREAS, April is National Child Abuse Prevention Month; and

WHEREAS, during Prevention Month, Virginians are reminded of the courage it takes to raise a child and that all parents have the right to the support and knowledge which child rearing demands; and

WHEREAS, child abuse is one of our nation's most serious public health problems, with scientific studies documenting the link between child abuse and neglect and a wide range of medical, emotional, psychological, and behavioral disorders; and

WHEREAS, child abuse can disrupt early brain development, and serious chronic stress can impair the development of nervous and immune systems; and

WHEREAS, children are the foundation of a sustainable and prosperous society, and our prosperity as a state and nation is built on a foundation of healthy child development; and

WHEREAS, child abuse prevention creates a more compassionate society, one which places a high value on the welfare of children; and

WHEREAS, creating communities where families can access an array of supports and resources to address the social, emotional and physical health of their children is the best way to combat child abuse; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, faith communities, civic organizations, law enforcement agencies,, and the business community; and

WHEREAS, displaying a pinwheel during the month of April will serve as a positive reminder that together, we can prevent child abuse and neglect, and by doing so, keep children safe;

NOW, THEREFORE, I, Mayor Robert "Bobby" Cutchins, do hereby recognize April 2023 as Child Abuse Prevention Month in the City of Franklin, Virginia, and I call this observance to the attention of all of our citizens.

Signed this 10th day of April 2023

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia



FAIR HOUSING MONTH
RESOLUTION #2023-11

WHEREAS, the Congress of the United States has enacted the Federal Fair Housing Act of 1968, as amended; and

WHEREAS, April 11, 2023, marks the 55th anniversary of the enactment of said Act; and

WHEREAS, Federal and State law provide equal housing opportunity for all citizens regardless of race, color, religion, national origin, gender, age, familial status, or handicap; and

WHEREAS, the City of Franklin, Virginia has provided programs to assist the development of decent, affordable housing for citizens of all incomes;

NOW, THEREFORE, WE, the City Council of the City of Franklin, Virginia, do endorse the concept of Fair Housing by declaring April 2023 as Fair Housing Month and call upon the citizens of this locality and governmental officials along with those in banking and housing industries to join together in this observance and work together in this observance and work together for free and equal housing treatment for all.

Duly adopted on April 10th 2023

Robert Cutchins, Mayor, City of Franklin, Virginia

ATTEST:

Amanda Jarratt, City Manager, Clerk of Council



*Office of the City Manager
Amanda C. Jarratt*

April 5, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Electronic Participation Policy

Background Information

At the last several meetings, an Electronic Participation Policy was discussed. The previous policy that was in effect for the City Council expired with the expiration of the COVID-19 Public Health Emergency. The Code of Virginia allows for electronic participation. Counsel has drafted a policy for your discussion and consideration. The twice per year limitation has been included per our last discussion.

Needed Action

Provide direction to staff.

**CITY OF FRANKLIN, VIRGINIA
POLICY FOR ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE
LOCATIONS**

1.0 Purpose and Need

The City Council of Franklin, Virginia (the “Council”) as a Virginia local public body and governing body desires to adopt a policy, as permitted by Virginia Code §§ 2.2-3708.2 and 2.2-3708.3, to provide for the use by Council and its Council Committees of all-virtual public meetings in the event of a state emergency under Virginia Code § 44-146.17 or a local state of emergency declared applicable within the City of Franklin pursuant to Virginia Code § 44-146.21, and to afford a member thereof the opportunity to participate remotely in a Council meeting when such a member may be unable to attend the meeting thereof due to: (1) a physical disability or medical condition of a member, (2) a medical condition of a family member of the member for whom the member is required to provide care, (3) the member’s principal residence is more than sixty (60) miles from the meeting location identified in the required notice for such meeting or (4) a personal matter.

2.0 Definitions

2.1. *Personal matter* – Any matter deemed by a member of Council that prevents their attendance in person at a meeting of Council. Examples include but are not limited to personal, family or business matters that prevent attendance at the meeting location; severe weather conditions or unexpected traffic or travel conditions that prevent travel to the meeting location.

2.2. *Physical disability or other medical condition of the Council member* – Examples include but are not limited to temporary hospitalization or confinement to home, contagious illness, any temporary or permanent physical disability that prevents travel to the meeting location by the Council member.

2.3. *Medical condition of a family member of a Council member* – *is* limited to those situations in which the family member’s medical condition requires the Council member to provide care for the family member and thus prevents the Council member from physically attending the meeting.

2.4. *Council Committee* – Any committee, subcommittee, or other entity however designated of the Council to perform delegated functions of the Council or to advise the Council.

3.0 Guiding Principles for Members to Participate Remotely in Council or Council Committee Meetings

3.1. The Council practices open and transparent governance in full compliance with the Virginia Freedom of Information Act (“FOIA”) and other applicable laws and regulations. Council members shall make every effort to physically attend every meeting of the Town Council. However, the Council desires to adopt this policy to allow for all-virtual meetings without a quorum physically assembled in the event of a state emergency declared pursuant to Virginia Code § 44-146.17 or in the event of a local state of emergency declared applicable within the City of Franklin pursuant to Virginia Code § 44-146.21, and to allow for Council members to participate remotely in those circumstances recognized under Virginia Code §§ 2.2-3708.2 and 2.2-3708.3 when physical attendance is not reasonably possible or attendance in person would not be safe or practicable.

3.2. The Council further desires to adopt this policy on behalf of its Council Committees as allowed pursuant to Virginia Code § 2.2-3708.3(D) to provide Committee members the opportunity to participate remotely in meetings of the Committees in those circumstances recognized under Virginia Code §§ 2.2-3708.2 and 2.2-3708.3 when physical attendance is not reasonably possible.

3.3. This policy shall apply strictly and uniformly to the entire membership of the Council and Council Committees without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at any meeting.

3.4. No action needs to be taken by a Council Committee to apply the provisions of this policy to the Council Committee. This policy shall apply to every Council Committee as fully as it does to the Council, even if the policy does not make reference at times to its application to Council Committees, unless the contrary is evident. Provided, however, a Council Committee may also adopt a policy on its behalf that applies to the Council Committee’s use of individual remote participation and all-virtual public meetings in lieu of this policy.

4.0 Procedures for All-Virtual Council Meetings During a Declared Public Emergency Without a Quorum Physically Assembled

4.1. As permitted by Virginia Code § 2.2-3708.2, at any of its meetings or joint meetings with another public body, Council may meet by electronic communication means without a quorum of the Council physically assembled at one location when the Governor has declared a state of emergency in accordance with Virginia Code § 44-146.17 or when there is a local state of emergency declared applicable within the City of Franklin pursuant to Virginia Code § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Council or the discharge of its lawful purposes, duties, and

responsibilities. The Council convening a meeting in accordance with this section shall:

- 4.1.1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to its members;
 - 4.1.2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by Council;
 - 4.1.3. Provide the public with the opportunity to comment at its meetings when public comment is customarily received at such meetings; and
 - 4.1.4. Otherwise comply with the provisions of this policy and Virginia Code §§ 2.2-3708.2 and 2.2-3708.3.
- 4.2. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.
- 4.3. The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to Virginia Code § 44-146.17 or § 44-146.21.

5.0 Procedures for a Council or Council Committee Member to Participate Remotely in a Meeting

5.1. As permitted by Virginia Code § 2.2-3708.3, in order to invoke the provisions of this Section 5.0, a member who is unable to physically attend a meeting shall be entitled to make a request to participate in the meeting remotely, if the inability to physically attend the meeting is due to one of the following reasons.

5.1.1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;

5.1.2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;

5.1.3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

5.1.3. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.

5.1.4. The member may not use remote participation due to any reason more than two meetings per calendar year.

5.2. The process for invoking the provisions of Section 5.0 is as follows:

5.2.1. The member shall communicate the request to participate remotely to Council staff, including providing the reason for the inability to physically attend. Staff shall then relay such requests to the Council Chair or presiding officer.

5.2.2. At the meeting, a quorum of Council must be physically assembled at one location. Staff or the Chair or presiding officer shall inform the Council of the member's request to participate in the meeting through electronic means from a remote location. Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) of the Code of Virginia.

5.2.3. If a member's participation from a remote location is challenged, then the members of Council physically assembled at one location shall vote whether to allow such participation.

5.3. The request for remote participation and the results of any vote taken on the request shall be recorded in the minutes of the meeting. If participation by a member through electronic communication means is approved pursuant to this

Section 5.0, Council shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

5.3.1. If participation is approved pursuant to subdivision 1 or 2, Council shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, Council shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, Council shall also include in its minutes the specific nature of the personal matter cited by the member.

5.3.2. If the Council votes to disapprove of the member's participation from a remote location, because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

5.4 Because the member participating remotely is entitled to participate in all aspects of the meeting, including any closed session, the means of electronic communication used must allow the remotely participating member to hear and be heard by the Council members physically assembled as well as the public in attendance. If such electronic communication means are not available, then the member seeking remote participation, may, instead, monitor the meeting, but cannot otherwise participate or be counted as present at the meeting.

6.0. All-Virtual Meetings of Council Committees

6.1 Council Committees may hold all-virtual public meetings, provided that the Council Committee follows the other requirements in this policy and Virginia Code §§ 2.2-3708.2 and 2.2-3708.3 for meetings, and:

6.1.1. An indication of whether the meeting will be an all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which the Council Committee chooses to meet shall not be changed unless the Council Committee provides a new meeting notice in accordance with the provisions of Virginia Code § 2.2-3707;

6.1.2. Public access to the all-virtual public meeting is provided via electronic communication means;

6.1.3. The electronic communication means used allows the public to hear all members of the Council Committee participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the Council Committee as well;

6.1.4. A phone number or other live contact information is provided to alert the Council Committee if the audio or video transmission of the meeting provided by the Council Committee fails, the Council Committee monitors such designated means of communication during the meeting, and the Council Committee takes a recess until public access is restored if the transmission fails for the public;

6.1.5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the Council Committee for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the Council Committee;

6.1.6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;

6.1.7. No more than two members of the Council Committee are together in any one remote location unless that remote location is open to the public to physically access it;

6.1.8. If a closed session is held during an all-virtual Council Committee meeting, transmission of the meeting to the public resumes before the Council Committee votes to certify the closed meeting as required by subsection D of Virginia Code § 2.2-3712;

6.1.9. The Council Committee does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

6.1.10. Minutes of all-virtual Council Committee meetings held by electronic communication means are taken as required by Virginia Code § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

7.0 Responsibility and Authority

This policy shall be reviewed annually and revised as required to conform to current law and regulations.

Approved: _____
_____(Printed Name)
_____(Title) _____
Date

Approved: _____
_____(Printed Name)
_____(Title) _____
Date



*Office of the City Manager
Amanda C. Jarratt*

April 5, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Utility Bill Separation

Background Information

Currently the City of Franklin sends on bill for electric, water, sewer, and garbage fees to the account holders. There has been discussion over the previous weeks about splitting the utility bills into two different bills. One bill would be for electric usage, and the other for the remaining three utilities. The meter reading and due dates would remain the same.

Staff has been working with Edmonds and BMS our third party vendor. Edmonds is capable of making the changes to our billing format to separate the bills and there will be no charge. The additional cost that will be incurred by the City will be the printing and postage cost which will be a cost each year on an annual basis. The estimated cost based on the current number of accounts is \$70,000.00 per year. As postage increases this amount will increase.

Staff can implement the separating of bills within sixty days of approval however, this would require a budget amendment for FY23 to cover the costs for the remainder of the year and FY 24 as the budget document, and ad has been submitted. We would also want to ensure that we have adequate time to communicate this change to the public to lessen any confusion.

Needed Action

Provide direction to staff on next steps.

Utility Account:	
Instt/Dc-Bilk/Lot:	
Property Location:	
Service Location:	
Owner Name/Address:	

Water/Sewer/Garbage **Electric**

[Make a Payment](#)

[View Current Bill](#)

Last Payment: 03/08/23

Delinquent Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Electric	03/20/2023	1,161.15	1,161.15	17.42	1,178.57	OPEN	55445	02/20/2023	7905
Total		1,161.15	1,161.15	17.42	1,178.57				

Prior Paid Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Electric	02/20/2023	1,506.28	0.00	0.00	0.00	PAID	47540	01/20/2023	10280
Electric	01/20/2023	1,224.08	0.00	0.00	0.00	PAID	37260	12/20/2022	7822
Electric	12/20/2022	589.45	0.00	0.00	0.00	PAID	29438	11/20/2022	3971
Total		3,319.81	0.00	0.00	0.00				

[Return to Home](#)

Utility Account:
Instrt/Dc-Bllk/Lot:
Property Location:
Service Location:
Owner Name/Address:

Water/Sewer/Garbage **Electric**

[Make a Payment](#)

[View Current Bill](#)

Last Payment: 03/08/23

Delinquent Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	03/20/2023	51.42	51.42	0.55	51.97	OPEN	181	02/10/2023	6
Sewer	03/20/2023	45.59	45.59	0.68	46.27	OPEN	181	02/10/2023	6
Garbage	03/20/2023	38.00	38.00	0.57	38.57	OPEN			
Total		135.01	135.01	1.80	136.81				

Prior Paid Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	02/20/2023	54.62	0.00	0.00	0.00	PAID	175	01/12/2023	7
Sewer	02/20/2023	50.02	0.00	0.00	0.00	PAID	175	01/12/2023	7
Garbage	02/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	01/20/2023	54.62	0.00	0.00	0.00	PAID	168	12/15/2022	7
Sewer	01/20/2023	50.02	0.00	0.00	0.00	PAID	168	12/15/2022	7
Garbage	01/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	12/20/2022	67.42	0.00	0.00	0.00	PAID	161	11/15/2022	11
Sewer	12/20/2022	67.74	0.00	0.00	0.00	PAID	161	11/15/2022	11
Garbage	12/20/2022	38.00	0.00	0.00	0.00	PAID			
Total		458.44	0.00	0.00	0.00				

[Return to Home](#)

Utility Account:
 Insert/De-Bill/Lot:
 Property Location:
 Service Location:
 Owner:

Utility Payment

Select service to pay:

Water/Sewer/Electric/Garbage
 Water/Sewer/Garbage
 Electric

Continue **Cancel**

Water/Sewer/Garbage **Electric**

Make a Payment **View Current Bill** Last Payment: 03/08/23

Delinquent Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	03/20/2023	51.42	51.42	0.55	51.97	OPEN	181	02/10/2023	6
Sewer	03/20/2023	45.59	45.59	0.68	46.27	OPEN	181	02/10/2023	6
Garbage	03/20/2023	38.00	38.00	0.57	38.57	OPEN			
Total		135.01	135.01	1.80	136.81				

Prior Paid Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	02/20/2023	54.62	0.00	0.00	0.00	PAID	175	01/12/2023	7
Sewer	02/20/2023	50.02	0.00	0.00	0.00	PAID	175	01/12/2023	7
Garbage	02/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	01/20/2023	54.62	0.00	0.00	0.00	PAID	168	12/15/2022	7
Sewer	01/20/2023	50.02	0.00	0.00	0.00	PAID	168	12/15/2022	7
Garbage	01/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	12/20/2022	67.42	0.00	0.00	0.00	PAID	161	11/15/2022	11
Sewer	12/20/2022	67.74	0.00	0.00	0.00	PAID	161	11/15/2022	11
Garbage	12/20/2022	38.00	0.00	0.00	0.00	PAID			
Total		458.44	0.00	0.00	0.00				

Utility Payment

1. Select payment method:

- Credit/Debit Card
- Checking Account

2. Select payment amount:

- Pay Current Charges: \$1,315.38
- Pay Other Bill Periods:
 - Delinquent Charges \$19.22
 - Water/Sewer/Garbage Charges Due 03/20/2023 \$135.01
 - Electric Charges Due 03/20/2023 \$1,161.15

Pay Other Amount

Payment Amount:

Interest as of: 03/28/2023

Water/Sewer/Garbage

Delinquent Charges:

Service	Due Date	Usage
Water	03/20/2023	6
Sewer	03/20/2023	6
Garbage	03/20/2023	6
Total		

Prior Paid Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	02/20/2023	54.62	0.00	0.00	0.00	PAID	175	01/12/2023	7
Sewer	02/20/2023	50.02	0.00	0.00	0.00	PAID	175	01/12/2023	7
Garbage	02/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	01/20/2023	54.62	0.00	0.00	0.00	PAID	168	12/15/2022	7
Sewer	01/20/2023	50.02	0.00	0.00	0.00	PAID	168	12/15/2022	7
Garbage	01/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	12/20/2022	67.42	0.00	0.00	0.00	PAID	161	11/15/2022	11
Sewer	12/20/2022	67.74	0.00	0.00	0.00	PAID	161	11/15/2022	11
Garbage	12/20/2022	38.00	0.00	0.00	0.00	PAID			
Total		458.44	0.00	0.00	0.00				

Utility Payment

1. Select payment method:

- Credit/Debit Card
- Checking Account

2. Select payment amount:

Pay Current Charges: \$1,178.57

Pay Other Bill Periods:

Delinquent Charges \$17.42

Electric Charges Due 03/20/2023 \$1,161.15

Pay Other Amount

Payment Amount:

Interest as of: 03/28/2023

Water/Sewer/Garbage

Delinquent Charges:

Service	Due Date	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Electric	03/20/2023	1,161.15	17.42	1,178.57	OPEN	55445	02/20/2023	7905
Total		1,161.15	17.42	1,178.57				

Prior Paid Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Electric	02/20/2023	1,506.28	0.00	0.00	0.00	PAID	47540	01/20/2023	10280
Electric	01/20/2023	1,224.08	0.00	0.00	0.00	PAID	37260	12/20/2022	7822
Electric	12/20/2022	589.45	0.00	0.00	0.00	PAID	29438	11/20/2022	3971
Total		3,319.81	0.00	0.00	0.00				

[Return to Home](#)



Office of the City Manager
Amanda C. Jarratt

April 5, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Questionnaires are being completed by various stakeholders.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
 - With the ongoing lag in Corps review timeframes, I believe we're likely looking at anywhere from 60-90 days to obtain the permits following submittal.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks

- A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council. An initial draft is scheduled
- Separation of City Utility Bills
 - Presented at City Council meeting. Waiting on direction from City Council.
- Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
- Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
- Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
- Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
- Youth
 - Working on updated youth programming and additional partnerships.
- Tethering
 - Completed, a press release is being drafted to inform the public.
- Special Tax Districts
 - Under discussion and research ongoing.
- Camp Community College Partnerships
 - Under discussion.
- Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.
- Electric Charging Stations
 - One charger with two plugs with a maintain contract for 5 years \$20,000
 - Gives you the option to charge the customers
 - Cloud based 24/7 support
 - One day response to request
 - Recurring cost after the first 5 years \$1,500-\$5000 per year for maintain and service contract
 - Proposed location Emergency Services Building Municipal parking lot
 - Would lose one parking spot for transformer
 - Cut asphalt for wire to be ran from existing junction box
 - Install bollards and repair asphalt
 - Cost of material and man hours \$25,000-\$50,000
 - Should different location be chosen the cost could jump rapidly due to possibly having to bore the wire into a different location. Cost could jump to \$75,000-\$100,000 for installation of transformer.

Upcoming Community Events

- April 21st & 22nd - Circus & Spring Fest
- May 3rd- Franklin Cruise In
- May 6th - Lumberjack Festevent

- June 17-19th - Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28th - Independence Day Celebration
- August 1st - National Night Out
- Dec 2nd - Elf Parade & Holiday Market

CT4000 Level 2 Commercial Charging Station

Specifications and Ordering Information



CT4021

Ordering Information

The order codes below represent specific product configurations. Other product options are available. Please contact ChargePoint Sales for information and order codes.

Specify model number followed by the applicable code(s).

The order code sequence is: **Model-Options**. **Software**, **Services** and **Misc** are ordered as separate line items.

Hardware

Description		Order Code
Model	1830 mm (6 ft) Single Port Bollard Mount	CT4011-GW1
	1830 mm (6 ft) Dual Port Bollard Mount	CT4021-GW1
	1830 mm (6 ft) Single Port Wall Mount	CT4013-GW1
	1830 mm (6 ft) Dual Port Wall Mount	CT4023-GW1
	2440 mm (8 ft) Dual Port Bollard Mount	CT4025-GW1
	2440 mm (8 ft) Dual Port Wall Mount	CT4027-GW1
Included	Integral Modem – North America	-GW1
Misc	Power Management Kit Bollard Concrete Mounting Kit	CT4000-PMGMT
	Bollard Concrete Mounting Kit	CT4001-CCM

*Note: ALL CT4000 stations include Integral Modem -GW1.

Software & Services

Description	Order Code
ChargePoint Commercial Service Plan	CPCLD-COMMERCIAL- <i>n</i> *
ChargePoint Enterprise Plan	CPCLD-ENTERPRISE- <i>n</i> *
ChargePoint Assure	CT4000-ASSURE <i>n</i> *
Station Activation and Configuration	CPSUPPORT-ACTIVE
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID

Note: All CT4000 stations require a network service plan per port.

*Substitute *n* for desired years (1, 2, 3, 4 or 5 years)

Order Code Examples

If ordering this...	...the order code is
1830 mm (6 ft) Dual Port Bollard Networked Station with Concrete Mounting Kit	CT4021-GW1 CT4001-CCM
ChargePoint Commercial Service Plan, 3 Year Subscription	CPCLD-COMMERCIAL-3
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID
3 Years of Assure Coverage	CT4000-ASSURE3
1830 mm (6 ft) Single Port Wall Mount Networked Station	CT4013-GW1
ChargePoint Commercial Service Plan, 5 Year Subscription	CPCLD-COMMERCIAL-5
5 Years of Assure Coverage	CT4000-ASSURE5
Station Activation and Configuration	CPSUPPORT-ACTIVE

Architectural Drawings (Dimensions)

CT4021 1830 mm (6')

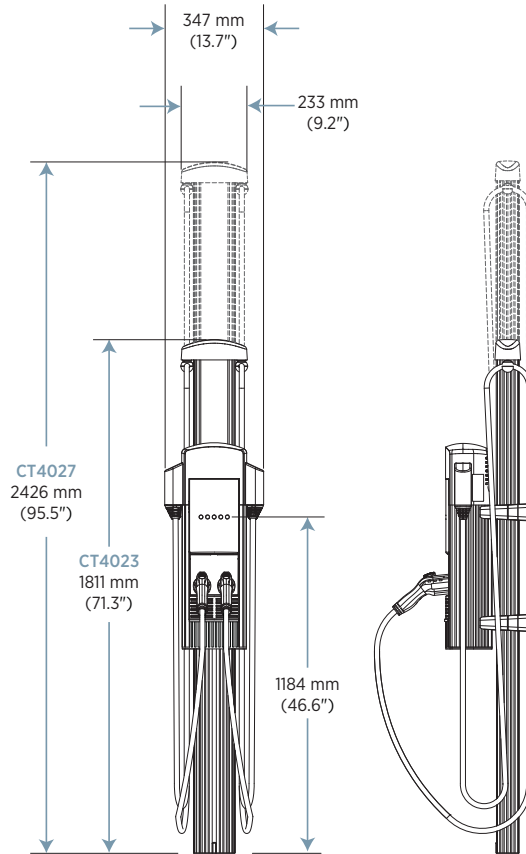
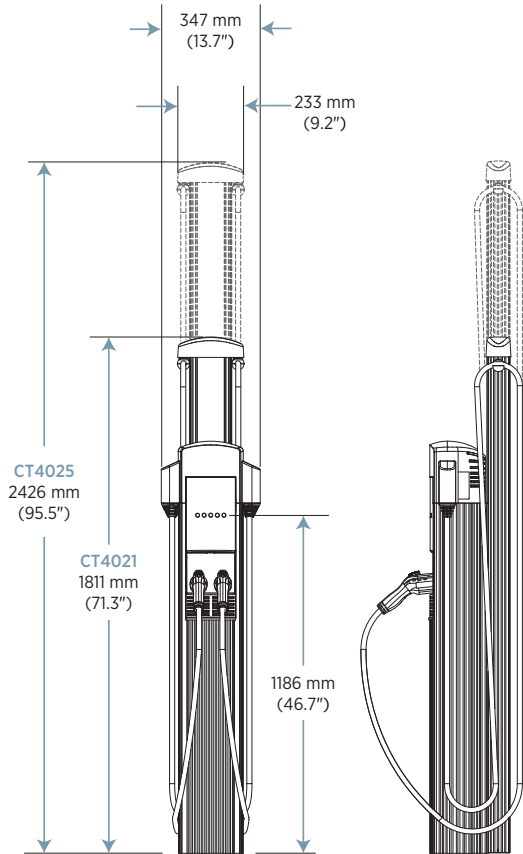
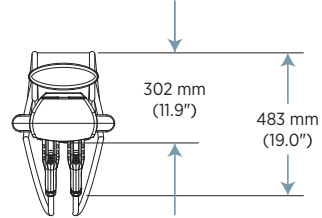
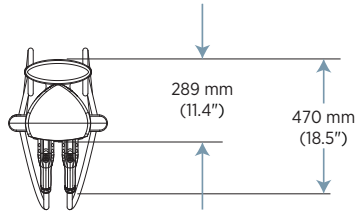
CT4025 2440 mm (8')

Bollard

CT4023 1830 mm (6')

CT4027 2440 mm (8')

Wall Mount



General Specifications

Electrical Input

Electrical Input	Single Port (AC Voltage 208 / 240V AC)			Dual Port (AC Voltage 208 / 240V AC)		
	Input Current	Input Power Connection	Required Service Panel Breaker	Input Current	Input Power Connection	Required Service Panel Breaker
Standard	30A	One 40A branch circuit	40A dual pole (non-GFCI type)	30A x 2	Two independent 40A branch circuits	40A dual pole (non-GFCI type) x 2
Standard Power Share	n/a	n/a	n/a	32A	One 40A branch circuit	40A dual pole (non-GFCI type)
Power Select 24A	24A	One 30A branch circuit	30A dual pole (non-GFCI type)	24A x 2	Two independent 30A branch circuits	30A dual pole (non-GFCI type) x 2
Power Select 24A Power Share	n/a	n/a	n/a	24A	One 30A branch circuit	30A dual pole (non-GFCI type)
Power Select 16A	16A	One 20A branch circuit	20A dual pole (non-GFCI type)	16A x 2	Two independent 20A branch circuits	20A dual pole (non-GFCI type)
Power Select 16A Power Share	n/a	n/a	n/a	16A	One 20A branch circuit	20A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)					
Wiring – Standard	3-wire (L1, L2, Earth)			5-wire (L1, L1, L2, L2, Earth)		
Wiring – Power Share	n/a			3-wire (L1, L2, Earth)		
Station Power	8 W typical (standby), 15 W maximum (operation)					

Electrical Output

Electrical Output	Single Port (AC Voltage 208 / 240V AC)	Dual Port (AC Voltage 208 / 240V AC)
Standard	7.2 kW (240V AC @ 30A)	7.2 kW (240V AC @ 30A) x 2
Standard Power Share	n/a	7.2 kW (240V AC @ 30A) x 1 or 3.8 kW (240V AC @ 16A) x 2

Power Select 24A	5.8 kW (240V AC @ 24A)	5.8 kW (240V AC @ 24A) x 2
Power Select 24A Power Share	n/a	5.8 kW (240V AC @ 24A) x 1 Or 2.9 kW (240V AC @ 12A) x 2
Power Select 16A	3.8 kW (240V AC @ 16A)	3.8 kW (240V AC @ 16A) x 2
Power Select 16A Power Share	n/a	3.8 kW (240V AC @ 16A) x 1 Or 1.9 kW (240V AC @ 8A) x 2

Functional Interfaces

	Single Port (AC Voltage 208 / 240V AC)	Dual Port (AC Voltage 208 / 240V AC)
Connector Types	SAE J1772™	SAE J1772™ x 2
Cable Length — 1.8 m (6 ft) Cable Management	5.5 m (18 ft)	5.5 m (18 ft) x 2
Cable Length — 2.4 m (8 ft) Cable Management	n/a	7 m (23 ft)
Overhead Cable Management System	Yes	
LCD Display	145 mm (5.7 in) full color, 640 x 480, 30 fps full motion video, active matrix, UV protected	
Card Reader	ISO 15693, ISO 14443, NFC	
Locking Holster	Yes	Yes x 2

Safety and Connectivity Features

Ground Fault Detection	20 mA CCID with auto retry
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection
Plug-Out Detection	Power terminated per SAE J1772™ specifications
Power Measurement Accuracy	+/- 2% from 2% to full scale (30A)
Power Report/Store Interval	15 minute, aligned to hour. Vehicle to grid connected and responsive to TOU signals
Local Area Network	2.4 GHz WiFi (802.11 b/g/n)
Wide Area Network	LTE Category 4

Safety and Operational Ratings

Station Enclosure Rating	Type 3R per UL 50E
Safety and Compliance	UL and cUL listed; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625
Station Surge Protection	6 kV @ 3,000A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	FCC Part 15 Class A
Operating Temperature	-40°C to 50°C (-40°F to 122°F)
Non-Operating Temperature	-40°C to 60°C (-40°F to 140°F)
Terminal Block Temperature Rating	105°C (221°F)
Operating Humidity	Up to 85% @ 50°C (122°F) non-condensing
Non-Operating Humidity	Up to 95% @ 50°C (122°F) non-condensing
Network	All stations include integral LTE modem and will be automatically configured to operate as gateway or non-gateway as needed

ChargePoint, Inc. reserves the right to alter product offerings and specifications at any time without notice, and is not responsible for typographical or graphical errors that may appear in this document



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Listed by Underwriters Laboratories Inc.



ChargePoint Assure

Industry-leading support, maintenance and warranty deliver peace of mind.

ChargePoint® Assure® is the most comprehensive EV station maintenance and management program. Assure covers everything needed to keep ChargePoint electric vehicle (EV) charging stations up and running. With Assure, ChargePoint takes responsibility for fixing hardware issues by providing parts, labor and orchestration of repairs by expert support specialists. Proactive monitoring, regular reports and unlimited changes to station policies are included with Assure, as well as 24/7 phone support 7 days per week, one business day response to requests, and a 98% annual uptime guarantee. You can also get professional guidance when configuring your stations to make the most of EV charging.

ChargePoint EV charging stations are the most advanced and reliable in the world, but site conditions can change, wear and tear occurs, and accidents or equipment failures can happen. High-quality service and support start with high-quality products, site preparation and installation, but these elements alone aren't enough. Assure is so much more than a warranty. It is the most comprehensive EV station maintenance and management program. With Assure, you don't have to spend time figuring out how to fix or maintain your station. It's always ready to charge so you get a good return on your investment.

What Does Assure Include?

Stay on Top of Operations with Proactive Monitoring

- + Find out about problems before your drivers do with remote monitoring
- + Get 98% annual station uptime with a non-performance penalty for outages caused by station hardware or software failures
- + Keep your stations up and running with proactive troubleshooting and dispatch services
- + Fix problems with on-site labor that ChargePoint dispatches and manages
- + Call us anytime with 24/7 expert support, 7 days per week

Count On a Fast Fix with One-Business-Day Response Time

- + We respond to all issues within one business day
- + ChargePoint certified technicians will be onsite to repair your station within one business day of receiving any required parts
- + U.S.-based support specialists coordinate all repairs

Rest Easy with the Industry's Leading Parts and Labor Warranty

- + We offer the EV charging industry's first and most comprehensive warranty for parts and on-site labor
- + We cover labor to repair issues that often aren't covered under warranty, such as vandalism, auto accidents and excessive wear and tear

Optimize with Expert Advice and Unlimited Changes

- + U.S.-based EV charging experts advise you on best practices for station configuration and management in your region and industry
- + Our team makes unlimited station configuration and policy changes for you, so you can control access to your station, set charging rates and make adjustments based on driver behavior

Get a Glimpse into Driver Behavior with Robust Reporting

- + See how your stations are being used in an easy-to-read format with monthly summaries
- + Prove success and make improvements with quarterly reports on station utilization, performance, energy usage and environmental impact
- + Compare your station use with organizations like yours

What Does Assure Require?

Because installation quality affects the long-term reliability and availability of EV charging stations, ChargePoint requires that all stations covered by Assure are validated to ensure they meet installation specifications. Validation is performed on-site and includes inspection of power availability, panel, breaker and wiring; confirmation of cellular and local network coverage (through WiFi) and verification that all ChargePoint installation requirements are met. Choose one of the following ways to validate stations and activate Assure:

1. Authorized ChargePoint operations & maintenance (O&M) partners who perform site preparation and station installation will automatically validate the stations and enable Assure.
2. Authorized ChargePoint reseller partners certified to perform self-validation may validate station installations and enable Assure.
3. When independent or in-house installers are used, validation may be purchased from either of the partners above. After the partner successfully validates site preparation and station installation, Assure is enabled.

Station Maintenance Options

Maintenance Option	Parts Only Warranty	Assure
Availability	One year included for free on all stations installed by a ChargePoint certified installer*	Available for purchase for up to five years. Stations must be installed and validated by a ChargePoint certified installer.
Parts Covered	Defective parts are exchanged	Included and coordinated by a ChargePoint support specialist
Certified On-Site Labor	Not included: station owner must find a ChargePoint certified installer to perform any repairs	Included and coordinated by a ChargePoint support specialist
Monthly Station Summary Report		Included
Detailed Quarterly Report		Included
Uptime Guarantee		98% with non-performance penalty
Proactive Monitoring		Included
Service Level Agreement		1 business day response time 1 business day from parts arrival for on-labor
Labor Coverage		Included for damage caused by accidents, vandalism and excessive wear and tear
Unlimited Station Configuration		Included

* Installations not performed by a ChargePoint certified installer are not covered under warranty.

Ordering Information

Description	Order Code
Assure for CT4000 Family	CT4000-ASSURE n^1
Assure for Express Family	EXPRESS-ASSURE n^1
Assure for CPF	CPF-ASSURE n^1

¹Substitute n for desired years of service (1, 2, 3, 4 or 5 years).

Companion Service

Description	Order Code
Station Activation and Configuration	CPSUPPORT-ACTIVE
Stations Installation and Validation	CT4000-INSTALLVALID
Validation	CPSUPPORT-SITEVALID



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Untitled Map

Write a description for your map.

Legend

- Feature 1
- Feature 2
- Feature 3
- S Main St



4.57 ft